

## ADMINISTRATION OF AGREEMENTS

The following information relates to administration of the consultant agreement. A pre-operational conference (pre-op) may be scheduled to discuss these issues. If no pre-op is held, please review this document for key information on administration of the agreement. If you have questions, or need further information, please contact the Consultant Administration Unit.

- **ITD-771 Progress Report** - Should be filled out every month and sent in with your invoice. The prime shall incorporate subconsultant's progress information into the ITD-771 form. You can find this form on our Web page at <http://www.itd.idaho.gov/design/cau/forms.htm> , or contact the Consultant Administration Unit for a copy.
- **Invoices** - The prime's invoices shall include an invoicing summary including the following: Labor, Direct Expenses, Subconsultant, and Fee (previous, current and total). Subconsultant's invoice should be attached, along with copies of receipts for all direct expenses. Note that meal receipts are not required.
- **Professional Services Authorization and Invoice Summary forms (PSA)** - The PSA authorizes a portion of the not-to-exceed amount of the agreement, and should be copied and used when invoicing to keep track of balances on the agreement. The PSA must be submitted to the Agreement Administrator with each invoice. When you have used approximately 80% of the current PSA, you should call the Agreement Administrator and request the next PSA.
- **Fixed Fee** - Keep track of fixed fee being invoiced so it does not exceed the Fixed Fee established in the Agreement.
- **Agreement Administrator** - The Agreement Administrator is listed in Paragraph II of the Agreement. The Agreement Administrator is your main contact for direction and approval. Please contact him/her with any questions regarding the work or invoicing.
- **Subconsultant Agreements** - If there are subconsultants on this project, please send a copy of the subconsultant's contract to the Consultant Administration Unit. Consultants are required to pay their subconsultants within 20 calendar days of receipt of payment from ITD. During the course of the agreement, form ITD-2892 shall be filled out for each invoice listing any subconsultant not paid for work reflected on the previous months' invoice. At completion of the work, the prime shall certify total payment to all subconsultants on Form ITD-2921. A copy of the completed forms are to be submitted to the Civil Rights Section by the Agreement Administrator. The forms are located on our Web page at the following site: <http://www.itd.idaho.gov/design/cau/forms.htm>.
- **Additional Services** - There may be an additional amount of money set up in this agreement for additional services. If there is, it is to be used only if additional work is requested by the Department, and must be negotiated with the Agreement Administrator and a PSA issued prior to commencement of any additional work.
- **Agreement Closeout** - When the work is completed, an Affidavit of Indebtedness and a Consultant Performance Evaluation form will be filled out by the Agreement Administrator, sent to you for your comments and signature, and will then be placed in your file.